US 0144-71

19 April 1971

MEMORANDUM FOR: Director of Training

THROUGH   : Chief, Operations School

SUBJECT   : Course Report, CS Records II, #5-71

Apr 12-16 71

Student Body

1. Eighteen students attended the course, ten of whom were CSCTs. Four of the remainder were PTPs from RID, most of whom were quite new to the Agency. The grade levels ranged from GS-04 through GS-10 (average, GS-08) and length of service from under one year through eighteen years (average, 3.7 years).

Course Content and Presentation

25X1A

25X1A

2. There were no changes in either curriculum or manner of presentation. However, ███████████ and the Chief Instructor divided the practical exercise between them. This made it possible for ███████████ to present the Records element in IR Familiarization, and for the Chief Instructor to spend a day on Records training for ALT.

Speakers

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3. All speakers were our regular representatives. Mr. Paul ██████ who spoke for biographic support in Central Reference Services, made good use of the current interest in ███████████ affairs to illustrate his talk.

Student Critiques

4. CSCT critiques were unanimous in describing the course as too long. This is understandable, since they had no idea that stretching the course over several days part-time was intended to let those who are at work on area desks have some time each day to keep up with their regular work.

Chief Instructor's Comments

5. This was not an easy class to work with. The CTs were impatient to get on with their interim assignments, and one or two, looking over sample dispatches written in previous classes, remarked "We've been told, if you want to be sure nobody reads your work, make it longer than two pages." Those students who had done traces in RID/CE or in Central Reference, and who were convinced that their fitness reports were based on the total number of traces completed per month, complained that "the quota system doesn't give you time for all this stuff." Some rapport was achieved at the end of the course, thanks to the leaven of experienced students, but there was not much of the sense of progress which we usually enjoy.

Chief Instructor

Attachments
   A. Course Schedule
   B. Student Roster
   C. Student Critiques

25X1A

Distribution
  Original - DTR
      1 - DDP/TRO
      2 - OS/ST/TR

- 2 -

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Course Report - CS Records II #5-71

FROM:	EXTENSION	NO. OS 0144-71
▓▓▓▓▓▓▓▓▓▓▓▓ Chief Instructor	3396	DATE 19 April 1971

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TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. AC/OS/ST	20 Apr	WRW	1 to All: CT's who go to CS interim Assignments and do name tracing will get to visit and work with the various component holding data pertinent to tracing.
2. EA/TR//	—	22 Apr	
3.				
4. ~~DDTR~~				
5. DTR DDTR			HH sh	
6. DDP/TRO 3C-29 Hqs	4 MAY 1971	4 MAY 1971		6. Your copy attached.
7.				
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10.				
11.				
12.				
13.				
14. ▓▓▓▓▓▓▓▓ 615, Glebe				
15.				

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